

# Freedom of information application for access to documents



## Contact details

### Your details

Name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime contact number/s: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal address: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

### Details of your representative (if applicable)

*If you are using a representative like a parent, guardian, lawyer or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are.*

Name: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime contact number/s: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal address: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

### Your authority for representative to act (if applicable)

*Please complete this section if a representative is assisting you with your request.*

I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request.

<i>Applicant</i>	<i>Representative</i>
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
<i>Witness</i>	<i>Witness</i>
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____





It may be helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties. Do you require access to:

- draft documents  Yes /  No
- duplicate documents:  Yes /  No
- commercial information relating to third parties:  Yes /  No
- personal information relating to third parties:  Yes /  No

### Proof of identification (if required)

If the documents you are seeking access to relate to you personally, you may need to provide us with a certified copy of your identification. We may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

### Edited copies

The document(s) you requested may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits. If you don't agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

In the event we consider the document(s) you requested contain exempt or irrelevant information, do you agree to receive an edited copy with the exempt or irrelevant information removed?

Where part of a document is exempt from release or is irrelevant to the request, I agree to receive access to redacted documents where section 25 of the FOI Act applies, in order to receive the part of the document that can be released.

Yes  No

### Form of access

Please tell us how you would like to receive a copy of the document(s) we decide to release to you. This might be inspecting the document(s), a hardcopy sent by post, a copy sent by email, the document(s) copied onto a CD or USB to be picked up or sent by post. We will try to accommodate your request but may have to provide access in another way.

**Access** [Tick appropriate box]:

Copies  Inspection

### Application fee

The application fee for making a request for access under section 17 of the FOI Act is \$34.54<sup>1</sup> (GST exempt)  
You can pay the application fee by:

Mail – make cheques payable to Northern Grampians Shire Council. Send to Post Office 580 Stawell 3380  
Phone – you can ring Customer Support on 03 5358 8700 and make a credit card payment over the phone.  
In person – attend council's offices in Stawell or St Arnaud and pay over the counter.

Alternatively, if paying the application fee would cause you hardship, you may request that we waive the application fee in full or in part. If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. We will assess your fee waiver request and let you know the outcome.

<sup>1</sup> Fee as at 1 July 2026 (may be rounded to \$34.50)



## Submitting your request

You can send your request by email or post. If you are unable to send your request via these methods, please contact us to discuss other options.

Email: [foi.privacy@ngshire.vic.gov.au](mailto:foi.privacy@ngshire.vic.gov.au)  
Post: PO Box 580 Stawell 3380

## Further assistance

For more information about FOI, visit [the Office of the Victorian Information Commissioner website](#)

Before submitting your request, visit our website [Freedom of Information](#)

If you have a question about making a request or want to discuss your request further, please contact us on 03 5358 8700 or email: [foi.privacy@ngshire.vic.gov.au](mailto:foi.privacy@ngshire.vic.gov.au)

## Declaration

- I enclose an application fee which is payable for this request.
- If you consider that you are entitled to have the application fee waived, please submit a request with supporting documentation (such as pension card or health care card)
- I understand that I will be supplied with a statement of further charges if appropriate.

**Signature:**

**Date:**

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Privacy Statement: The personal information collected on this form by the Northern Grampians Shire Council will only be used to assist in the processing of your request in accordance with the Freedom of Information Act 1982. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner and you may not receive all the information that you could be entitled to. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law, and you have the right to seek access and correction of your personal information.

